

Article Title: Place your title here (18 pt text, center justified)

ARTICLE TITLE AND AUTHOR DATA

Please follow the following style guide.

- **Article title & authorship:** This information should be placed at the top of the first page in 18 point, Times New Roman in Title case, and centered.

Example:

Author name: John Doe Student
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Abstract – All papers must include an Abstract with the submission. The Abstract and Index Terms text should be 12 point Times New Roman, full justified and contained within one paragraph. Begin the Abstract (as above) with the word Abstract - in Times New Roman italic. The entire Abstract should be bold. Do not indent. Use a dash after the words “Abstract.” The abstract should be approximately 200 – 250 words. Avoid using abbreviations and acronyms in the abstract. A well written and clear abstract is essential. A poor and confusing abstract will put a reader in a bad mood for the rest of the paper.

PAGE LAYOUT

All papers must follow the following layout:

- 8 1/2" x 11" paper size
- Portrait Orientation
- One-column format for the body of the document
- Top margin: 1.0"
- Bottom margin: 1.0"
- Left and right margins: 1.0"
- Indents - first paragraph of section - none
- Indents - all other paragraphs - .25"

SPELLING AND GRAMMAR

Please make consistent use of US punctuation marks and spelling. For example,

- Put commas and periods inside of quotation marks. (Semi-colons, however, go outside.)
- Use double “quotation” marks rather than single ‘scare’ quotes.

PAPER BODY FORMAT

The following is information pertaining to the format of the paper. Use one line of space between text and section headings. Use one line of space between text and captions, equations, tables, and footnote. Use spell checking. Do not use hyphenation. Please use the following Font and alignment instructions.

Body Text:

12 point, Times New Roman, full justified, single space, no blank lines between the paragraphs. This style is defined under the MS-word style menu as “Body Text.”

Section Headings:

These break up your complete document into difference sections, like the “Spelling and Grammar” and “Paper Body Format” above. These are 12 point, Times New Roman, bold, centered, use SMALL CAPS, leave one blank line above and below. In MS-word this style is defined under the style menu of this document as “Section Headings.” The Section Heading style will automatically provide proper spacing between sections.

You will NEED the following sections in your document, starting after the abstract.....

INTRODUCTION

This starts the paper and gives the reader background. You may break this into smaller sub-sections.

...
...

RELATED ENGINEERING PRINCIPLES

Here you discuss the fundamental engineering and science principles required to do work or research in this area.

ACADEMIC PLAN

Here you describe a plan for taking classes, including professional electives, that would enable you to work in this area.

Between “Introduction” and “Related Engineering Principles” you will need other sections to address the current state of the art for your topic and the challenges for new research or work. Name these as you wish but make sure the names are short and descriptive.

Section Sub-headings:

Use sub-headings to mark sub-sections. 12 point, Times New Roman, italic, left justified, leave one blank line above and below. This style is defined under the style menu of this document as “Subheading.” The Section Sub-heading style will automatically provide proper spacing between sections.

Photographs

Photographs should be resized using an external photo editor to reduce the final size of the document. This is important due to bandwidth issues.

FIGURES AND TABLES

Center all figures and tables. Do not abbreviate “Table”; use Roman numerals to number tables. Use the following format guidelines for Figures and Tables:

- **Figure and Table headings:** 12 point, Times New Roman UPPERCASE, centered. Place below the figure and above the Table, (this style is defined under the style menu of this document as "Figure Heading")

- Leave one blank line above and below each Table or Figure.
- Figure and Table captions:** 8 point, Times New Roman, SMALL CAPS, centered. Place below the figure or table headings (this style is defined under the style menu of this document as "Figure Caption")
- Table text:** 8 point, Times New Roman, (this style is defined under the style menu of this document as "Table text")

Table I and Figure 1 below illustrates proper Table and Figure formatting. Avoid placing figures and tables before their first mention in the text. Please use only the “Symbol Font” for all your symbols, or embed all your different symbol fonts within the file when you save the document.

TABLE I		
POINT SIZES AND TYPE STYLES		
Points	Place of Text	Type Styles
12	Table number	Roman numerals
10	Table text	
12	Figure and Table Headings	UPPERCASE
12	Figure and Table Captions	Small Caps
10	Footnote text	
12	Reference list	Bold
12	Abstract	<i>Italic</i>
12	Index Terms	<i>Italic</i>
12	Section Titles	
12	Main Text and Equations	
12	Subheadings	Small Caps, Bold
12	Authors' names	
18	Title	Center justified; Title Case



FIGURE 1
POLE LAYOUT ONBOARD THE RESEARCH VESSEL ENDEAVOR.

ENDNOTES AND REFERENCES

Follow the following example list for reference formatting. Refer to references in the body text as [Last name, year]. We typically use the following conventions. When there is only one author, [Singh, 2000]. When there are two, [Singh and Roman, 2000]. When there are more than two, [Singh et al. 2000]. A complete sentence example would look like.....

“There are many reasons it is hard to take a high contrast photographic image underwater [Singh et al. 2000].”

Example reference list

BOOK IN A SERIES

Wendell Berry, “The Ecological Crisis as a Crisis of Character,” in *The Unsettling of America: Culture and Agriculture* (San Francisco: Sierra Club Books, 1986), 42.

PAGES IN A BOOK

Eugene S. Ferguson, *Engineering and the Mind’s Eye* (Cambridge, MA and London, UK: MIT Press, 1993), 222-24.

MAGAZINE / JOURNAL ARTICLE

Gene Moriarty, “Three Kinds of Ethics for Three Kinds of Engineering,” *IEEE Technology & Society Magazine* 20(3) 2001, 55-60.

MULTIPLE AUTHORS

Singh, H., L. Whitcomb, D. Yoerger, and O. Pizarro, “Microbathymetric mapping from underwater vehicles in the deep ocean”, *Comput. Vision Image Understand*, 79(1) 2000, 143-150.